



# CULPEPER COUNTY COMMISSIONER OF THE REVENUE

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PO BOX 1807  
151 N MAIN ST, SUITE 201  
CULPEPER VA 22701  
PHONE: (540) 727-3443 FAX: (540) 727-3472

## BUSINESS REGISTRATION FORM

Please Check One:

( ) New Business ( ) Name Change – Prior Name: \_\_\_\_\_

( ) Sole Proprietor ( ) Partnership ( ) LLC ( ) Incorporated ( ) Other (explain): \_\_\_\_\_

Business Start Date in Culpeper: \_\_\_\_\_

Registered Name of Business or Individual Name if Sole Proprietor: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Mailing Address of Business: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

(Note--Businesses located in Town of Culpeper, must contact Town Business License Clerk)

Phone Number of Business: ( ) E-Mail: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Social Security Number, if applicable: \_\_\_\_\_

Contact Person(s) & Phone Number(s): \_\_\_\_\_

### CONSENT TO RECEIVE AND RELEASE:

I, \_\_\_\_\_ (business owner) hereby authorize \_\_\_\_\_ as my agent/representative to receive and release confidential information related to my business account unless and until revoked in writing to the Commissioner of the Revenue.

Pursuant to Code of Virginia §58.1-11, any such person who willfully subscribes any such return which he/she does not believe to be true and correct as to every material matter shall be guilty of a Class I misdemeanor.

DECLARATION BY TAXPAYER: I declare that the foregoing statements are true, full and correct to the best of my knowledge and belief.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### Helpful Websites:

[web.culpepercounty.gov](http://web.culpepercounty.gov)

[www.irs.gov](http://www.irs.gov)

(federal forms & SS-4 form to obtain Tax ID)

[www.tax.virginia.gov](http://www.tax.virginia.gov)

[www.tax.virginia.gov/taxforms/Business/Registration/R-1.pdf](http://www.tax.virginia.gov/taxforms/Business/Registration/R-1.pdf)

(registration of business name, locations, & tax types)

[www.business.virginia.gov](http://www.business.virginia.gov)

[www.scc.virginia.gov](http://www.scc.virginia.gov)

### Other County Department Contact Info:

Circuit Court 727-3438

(fictitious name affidavit)

Location: 135 W Cameron St  
Courthouse

Planning & Zoning 727-3404

Location: 302 N Main St  
Administration Building

Health Department 829-7350

(food preparation and lodging businesses)  
Location: 640 Laurel St (next to hospital)

Notice to Business Owner: This is NOT an all-inclusive list of requirements for operating a business. The business owner is responsible for complying with all laws and regulations associated with owning and operating a business, notifying the affected offices of any ownership or address change and if the office ceases to operate.

For Office Use Only:

Date Received: \_\_\_\_\_

Existing Acct #: \_\_\_\_\_

Effective Year: \_\_\_\_\_

Received By: \_\_\_\_\_

New Acct #: \_\_\_\_\_